

Grant Writing

A Guide for AmeriCorps Members

Grants Defined

From grants.gov –A federal grant is an award of financial assistance from a federal agency to a recipient to carry out a public purpose of support or stimulation authorized by a law of the United States.

The 26 federal agencies offer over 1,000 grant programs annually in various categories.

Grants Defined

From Foundation Center– A foundation is a non-governmental entity that is established as a nonprofit corporation or a charitable trust, with a principal purpose of making grants to unrelated organizations, institutions, or individuals for scientific, educational, cultural, religious, or other charitable purposes. This broad definition encompasses two foundation types: private foundations and grantmaking public charities.

A private foundation derives its money from a family, an individual, or a corporation. An example of a private foundation is the [Ford Foundation](#).

In contrast, a grantmaking public charity (sometimes referred to as a "public foundation") derives its support from diverse sources, which may include foundations, individuals, and government agencies. An example of a grantmaking public charity is the Greater Tacoma Community Foundation. Most community foundations are also grantmaking public charities.

Grants Defined

Allocations/Block Grants/Formula Funding - State Board for Community and Technical Colleges/Housing and Urban Development

Awards – MetLife/Jobs for the Future

Restricted/Nonrestricted – Funding has to be spent according to guidelines/Organization can spend funding at its discretion.

Earmarks/Appropriations – Congressionally directed funding.

Contracts – Similar to grants. Open to private businesses. Typically more restrictive.

We'll discuss where to find these funding sources later.

Organizational Assessment/ Case Statement

- Mission
- History/Services
- Challenges/Opportunities
- Solution
- Qualifications/Personnel/Success
- Costs

Case Statement

- Exercise #1

Work with your group to determine a brief statement that presents a compelling case for prospective donors to give to your organization building upon the Florida Tomorrow theme...

Case Statement

- Florida Tomorrow (www.floridatomorrow.ufl.edu)

Florida Tomorrow is...

a day



Florida Tomorrow is a day when whales and dolphins are no longer compelled to strand themselves and die on the beach.

a place



Florida Tomorrow is a place where educators and students work to envision, design, create and preserve renewable and affordable communities.

a belief



Florida Tomorrow is a belief that everyone deserves equal, informed and fair representation.

mpaign

paigns

ciation

dates

Case Statement

- Washington Tomorrow

1. Washington Tomorrow is a day_____
2. Washington Tomorrow is a place_____
3. Washington Tomorrow is a belief_____

Case Statement

- Break

Components of a Grant Development System

Organizational Binder

- 501c3 or other IRS documentation (or both)
- Annual Budget (Operating Budget)
- Audit Findings
- Form 990
- Articles of Incorporation
- Board Membership/Bios/Minutes
- CEO and Key Staff bios
- Staff/Constituents/Programs

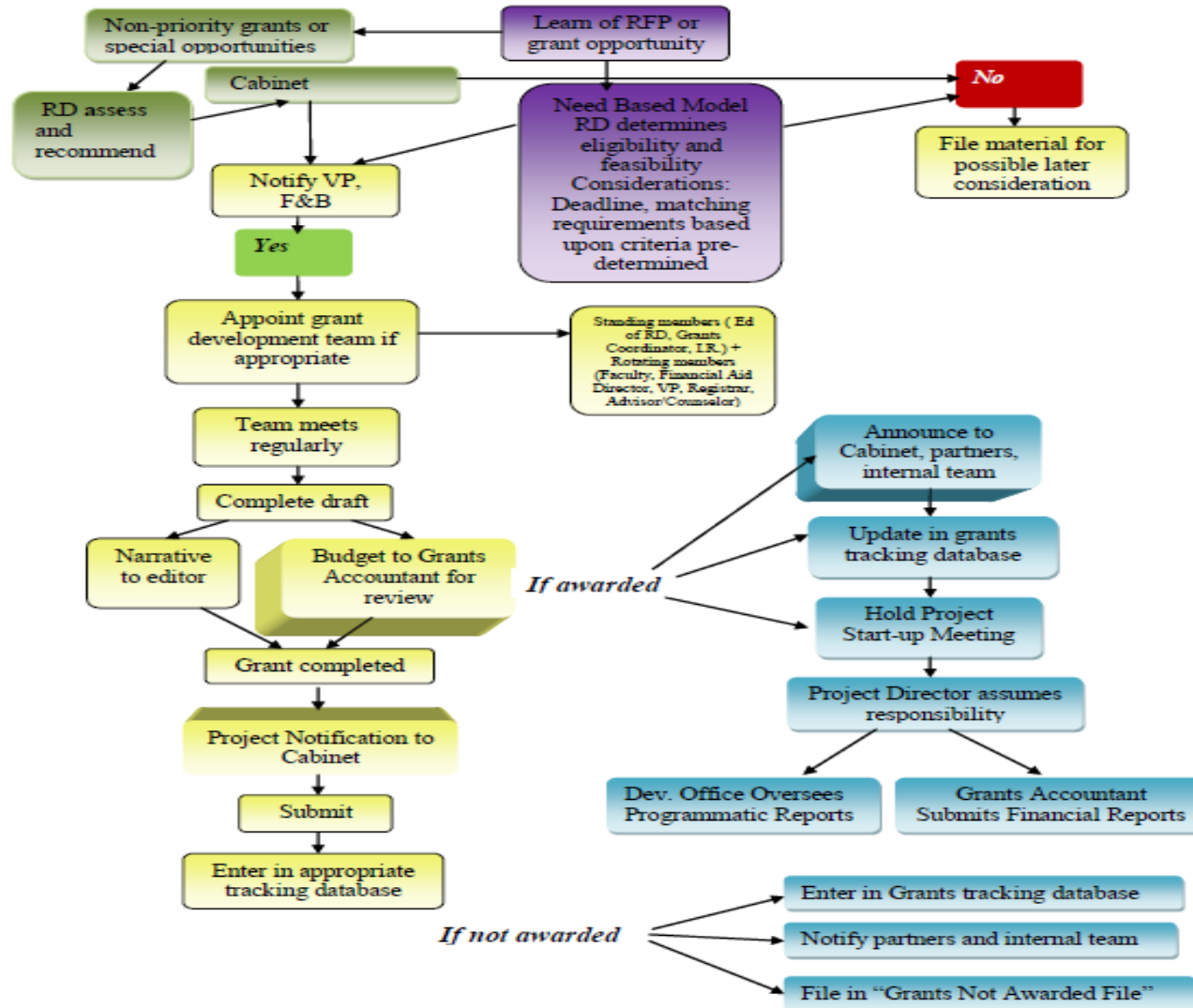
Components of a Grant Development System

Other Helpful Data

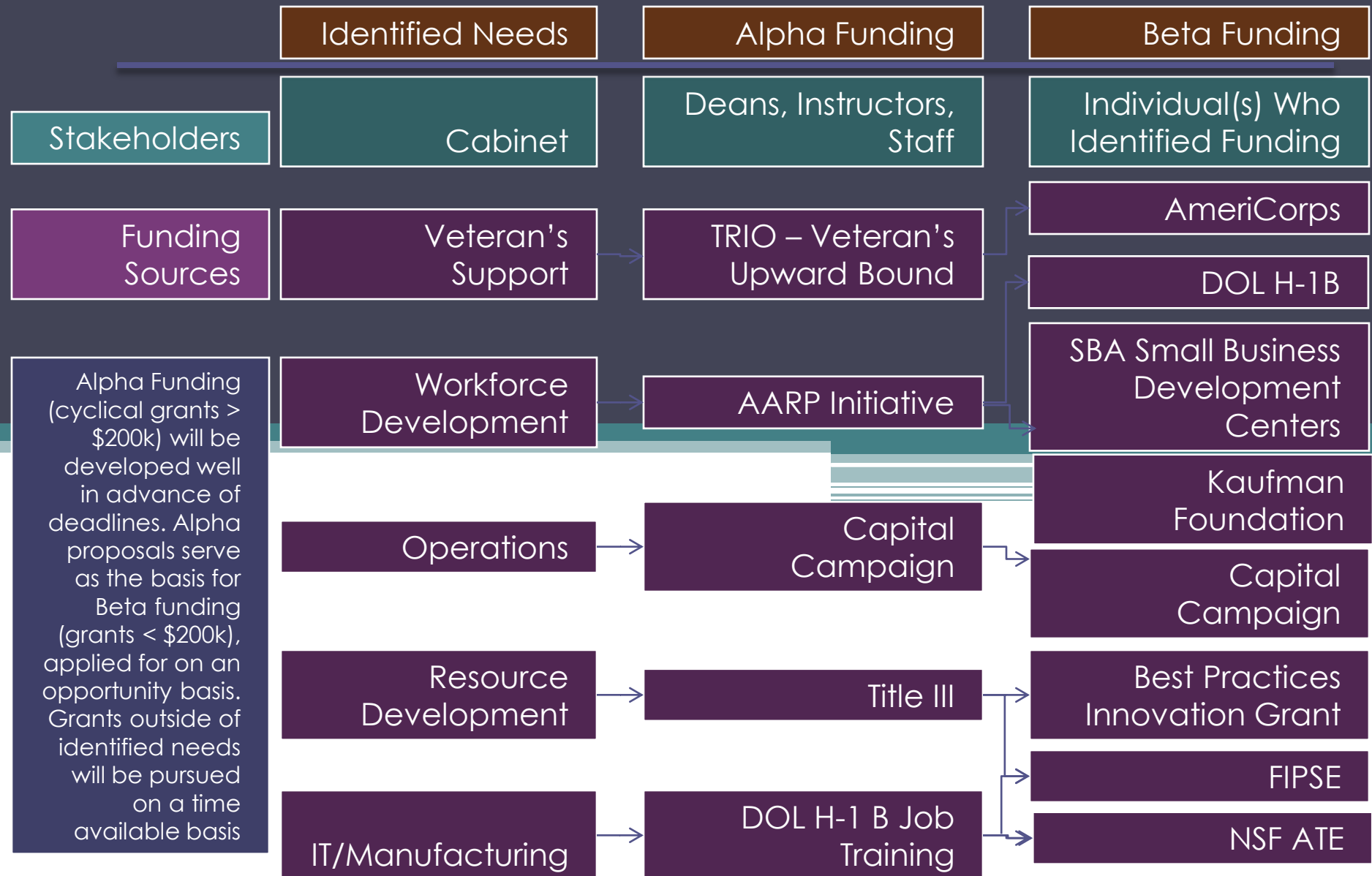
- Evidence of Awards/Recognition
- Press Material
- Research/Data Findings
- Sample Grants
- Boilerplate Language for Programs

Grants Process

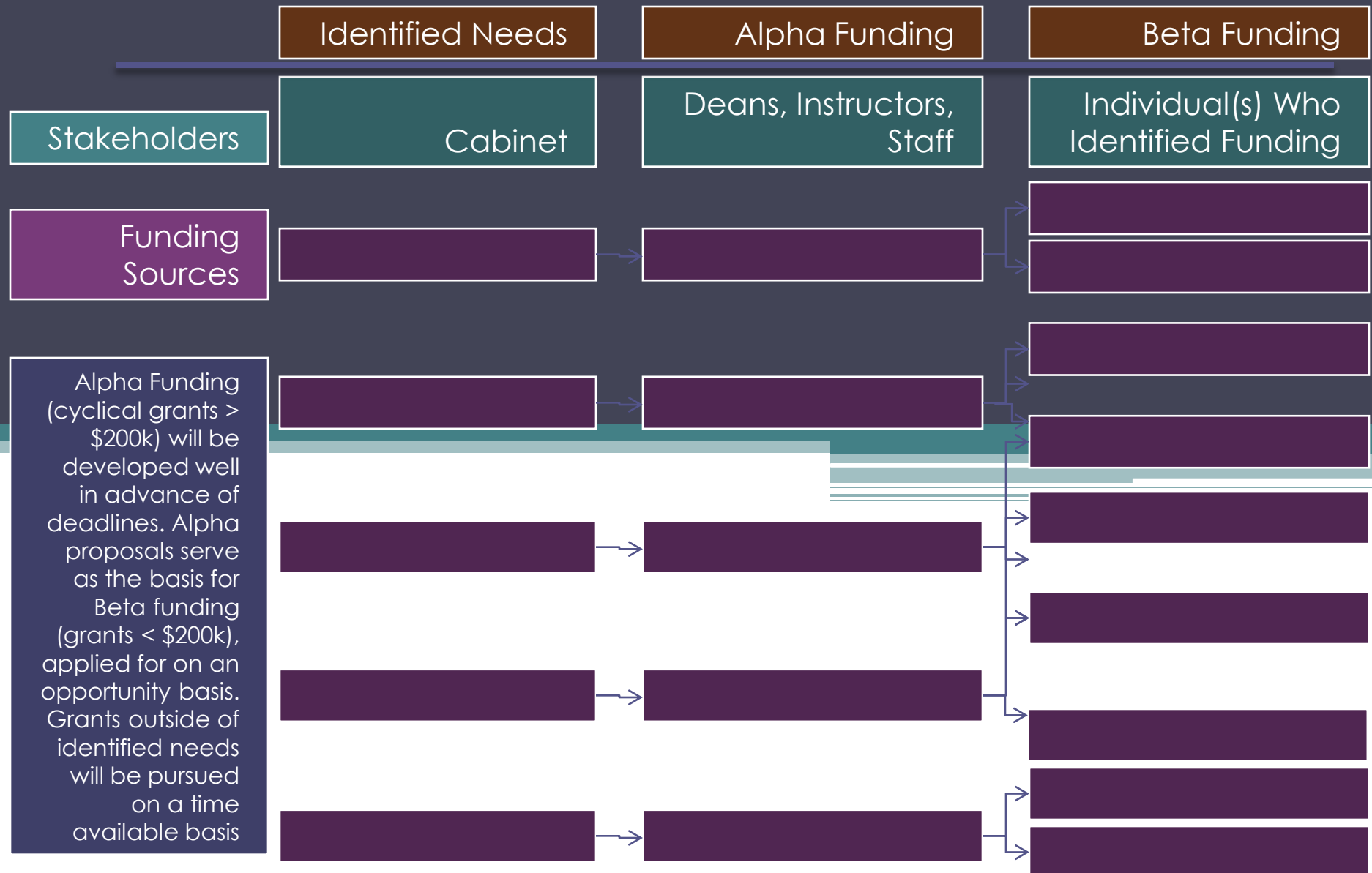
RESOURCE DEVELOPMENT (RD) FLOWCHART



Need Based Grant Model 2011



Need Based Grant Model 2011



Finding Grants

Federal – www.grants.gov

* Earmarks/Appropriations

www.senate.gov

www.house.gov

State – Appropriate State Agency

• www.access.wa.gov

Local - Workforce Development Councils

<http://www.wa.gov/esd/wdc.htm>

Community Action Agencies

<http://www.wapartnership.org/agencies.html>

Two Year Colleges

http://www.sbctc.ctc.edu/general/c_index.aspx

Finding Grants

Private/Foundations – Local

www.grantwriters.org

www.philanthropynw.org

<http://www.foundationdatabook.com/Pages/wa/walinks.html>

Private/Foundations – National

www.foundationcenter.org

Contracts

Federal – www.fbo.gov

State - <https://fortress.wa.gov/ga/webs/>

A Few Notes about Grants.gov

- Registration
- DUNS
- CCR
- EIN
- Official Signatory
- Online issues

Understanding the RFP

Key Elements

- Identification - CFDA Number
- Type of Award
- Estimated Average Award Size
- Maximum Award
- Invitational Priorities
- Eligible Applicants
- Cost Sharing/Matching/Leveraging
- Content Rules
- Submission Timeline
- Announcement Timeline
- Reporting Requirements

The Grant Proposal

The key to federal proposals is points maximization.

The key to private foundation proposals is mission fit.

Proposal Elements

Need

- Compelling illustration of community deficits.
- Specific, recent evidence demonstrated by citable data.

Need, cont.

In some ways, Tacoma has for years served as a kind of indicator community for the demographic and economic changes now being realized in the rest of Washington. We have an aging population facing financial challenges that require a postponement of retirement. We have a workforce with significant numbers of returning soldiers and veterans. And, sadly, we have a legacy of environmental contamination that arose from years of unsustainable and ecologically unsound development. It is a legacy which has negatively impacted our economy by creating neighborhoods mired in poverty, where recovery cannot begin until the environment is rehabilitated, and where drinking water supplies are disproportionately impacted by pollution.

Years back, several local stakeholders began to research these issues independently of one another, unaware that other concerned groups were laying the groundwork for what would become a remarkable community partnership. It began when the Tacoma-Pierce County Health Department took notice and conducted a groundbreaking study that would find nearly 400 sites threatening local water supplies. Perhaps most impacted were the low-income neighborhoods of Tacoma's Enterprise Community, which was determined to have an average of 28.7 brownfields sites per 10,000 residents, dramatically higher than the 1.9 sites per 10,000 residents rate seen in non-impact areas. The research was a wake-up call for the region, and would form the basis for an EPA Brownfields Assessment grant of \$200,000.

Solution

Solution must be supported by evidence.

Implementation of solution must be clearly tied to rationale for grant request.

Solution

Based on past experience, class enrollments will exceed stated goals by 10% - 20% in order to account for normal attrition. Each core cohort consists of 18 students, so 20-22 students will be enrolled. Evaluation of outcomes will be measured by recording the number of students recruited, the number of students enrolled, the number of student completers, the number of students who enter employment, the wages of those students and the number of students who are retained in employment. Job placement of graduating participants will be 70%.

The City of Tacoma will address these ecological and economic concerns by providing no-cost Environmental Workforce Training for 120 low-income, unemployed residents over the next 24 months who will use their skills to safely address the handling and removal of hazardous substances, install solar panels and other energy efficient technology, and/or serve as solid waste management technicians.

Capacity

In terms of fiscal and administrative controls, the Clover Park Technical College Foundation receives finance and budget support from the Office of Budget and Finance. Clover Park Technical College is a public, two-year institution of higher education and operates a budget exceeding \$64 million, including funding from Federal, State and private sources. Clover Park's fiscal management includes budget monitoring, bi-annual fiscal audits, program evaluation, payment of bills, and requisition of funds. The bi-annual fiscal audit is conducted by the Washington State Auditor's Office. The financial system of the agency is an automated double entry accounting network that records current, accurate, and complete transactions for all funds administered. All accounts are maintained and reported on the accrual basis of fund accounting.

Past Success

- Clover Park has been particularly successful in serving non-traditional students, including those who are over 50 or are military veterans. In receiving the 2010 MetLife Community College Excellence Award for Service to Communities, the awards committee noted the college's ability to tie future earning potential to local environmental recovery. In the words of a graduate, "Once I got in the class, I realized there was more to it than just making the money," says Earnest Sanders, one of the over-50 students who enrolled at Clover Park. "You get to learn how to help your environment; you get to learn how to live more earth-friendly. That was a big part I didn't think about until I joined the class."

Outcomes/Deliverables

- Participant Enrollment. 50 students will be enrolled in the core student cohort.
- Participant Financial Aid. Of the 50 cohort students, 70% (35 total students) will be enrolled in a financial aid program to cover tuition and fees. The average award for these programs (Opportunity Grant, BFET and/or Worker Retraining) will be \$4,000 and cover 90% of tuition/fees.
- Participant Retention. The student retention rate (number of students who complete program of study) will be 90% (45/50).
- Participant Certification. The number of students who earn a credential will be 80% (40/50).
- Entered Employment Rate. The entered employment rate of the entire cohort will be 70% (35/50). The employment rate for cohort participants who earn a certificate will be 88% (35/40).
- Average Starting Wages. Average starting wages for graduates is targeted at \$15/hour.
- Employment Retention Rate. 85% of those who find employment (30/35) will still be in their jobs 6 months after hiring.

Case Study

College Spark
www.collegespark.org

Letter of Intent

The goal of a letter of intent is simply to get invited to submit a full proposal. You must carefully match your objectives directly to the giving guidelines of the funder.

To Whom it May Concern:

Though there is little to cheer about during an economic downturn, difficult times do have a way of reminding us what is essential. For an individual, this might mean adding perspective to the importance of family. For an organization, it might mean a renewed emphasis on core services. At Clover Park Technical College, the recession has served as a reminder of the role we play in helping Pierce County citizens get back on their feet and back on the path towards economic prosperity.

The manner in which a college responds to an economic crisis in the present reveals much about its view of its role in shaping the future. The faculty and staff at Clover Park understand that waiting out this storm is not an option. Not answering the call for workforce training leading to jobs will only prolong the problem, both for the individuals out of work, and for the overall economic health of Pierce County.

If there is a silver lining in these recent difficulties, though, it is that the contributions of Washington State's two-year college graduates are coming to light in a way that has been heartening. Until recently, many people did not know how our lives are touched every day by a two-year college graduate. They care for our children, they build our roads, they respond to disasters. They protect our environment, modernize our communication and design our homes. And in ever increasing numbers, they provide our health care as surgical technicians, nurses, pharmacy technicians and more.

The Woodworth Family Foundation has an obvious commitment to supporting two focus areas near and dear to our heart: education and health care. The purpose of this letter of inquiry is to see if our two organizations can work together to provide the financial means necessary for our neediest students to complete degree programs in allied health and nursing. Though Clover Park's tuition is among the lowest of any college in Washington, cuts to both federal and state financial aid have added additional barriers to our students, who demonstrate a level of financial need so precarious, that they are often one utility bill or rent payment away from dropping out. Scholarship support from the Woodworth Family Foundation would be matched by the Clover Park Technical College Foundation. We are requesting \$10,000 to implement this effort.

Clover Park, as with the two-year college system in general, has seen unprecedented increases in student numbers. For a third straight year, we are enrolled beyond our capacity, both in terms of classroom space and financial resources. It is with no small measure of pride that we say our faculty and staff have absorbed these increased demands with a minimal impact on the lives of the students we serve. The problem for our students, however, is that much of their financial resources have been severely cut. These include \$14.8 million in cuts to child care, \$16.4 million in cuts to the state's WorkFirst program and \$7 million in cuts to the Washington State Need Based Grant. In 2009, 22,000 students statewide were not able to receive grant assistance, though they met the eligibility criteria. That number is expected to grow in the next year.

In this climate, financial aid cuts do more than threaten an individual's ability to achieve the dream of a higher education. These cuts also threaten our local economic recovery, particularly in the health care sector. This is because health care represents one of the few industries in Pierce County with strong, continued employment growth.

If selected as a recipient, Clover Park will be a worthy and conscientious steward of Woodworth Family Foundation funds. Over the past several years, Clover Park has invested its grant funding in a manner that has resulted in several local and national awards. These include the 2007 Governor's Best Practice Award in Workforce and Economic Development and the 2010 MetLife/Jobs for the Future Community College Excellence Award. We recently received notice that we are a finalist for the 2011 Bellwether Award. Our efforts to share our students' stories have also been recognized. A DVD we produced highlighting men in nursing was the recipient of a Paragon Award, and a video series we produced detailing the lives of students over 50 was the focus of a 2009 National Council for Workforce Education conference workshop. Over the past year, our students and programs have appeared in publications ranging from Money Magazine to the Community College Times to the Chronicle of Higher Education.

As a partner in the Pierce County Health Careers Council, Clover Park works closely with all of the region's major health care employers, and we would rely upon the Council's advice for maximizing the value of this scholarship. As a recipient of the American Association of Community College's Workforce Economic Development Initiative grant, we have developed a health careers day for rural high students, and we would leverage that project to ensure qualified applicants from underrepresented regions of Pierce County have every opportunity to benefit from scholarship support.

We are hopeful that we can use this opportunity to develop a lasting partnership with the Woodworth Family Foundation to this end.

Exercise 2

Write a letter of intent.

Building Your Skills and Avoiding Mistakes

- Network
- Attend Workshops
- Become a Grant Reviewer
- Avoiding Mission Creep
- Time Mismanagement
- Inadequate Follow Through
- Relying On the Written Word

Grant Workshops



U.S. Department of Health and Human Services
Health Resources and Services Administration



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Questions?
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 SEARCH

GRANTS | FIND HELP | SERVICE DELIVERY | DATA | HEALTH SYSTEM CONCERNS | ABOUT HRSA

Health Information Technology

Health IT Home

2009 HIT/EHR Workshops

Health IT Adoption Toolbox

Health IT for Children Toolbox

Rural Health IT Adoption
Toolbox

Telehealth

EHR: Selection Guidelines for
Health Centers

Health Center Controlled
Networks

Integrated Information &
Communication Technology

Rural Network Development

Delta Rural Hospital
Performance Improvement

CAREWare software for
HIV/AIDS

Join the HRSA Health IT
Internet Community

2009 HIT/EHR Workshops

Host/Partner	Workshop Type	Registration/Agenda	Dates	Location	Regions
Clinica Adelante	EHR		6/11 - 6/12	Arizona	VI, IX, X
Community Health Centers Alliance	EHR		6/30 - 7/01	Florida	IV
Institute for Family Health	EHR		7/08 - 7/10 (3 days)	New York	I, II
Marshfield	Telehealth		7/21 - 7/22	Wisconsin	V, VII
OCHIN	EHR		7/29 - 7/30	Oregon	IX, X
Community Health Network, Inc.	EHR	Registration and Agenda <small>PDF</small>	8/03 - 8/04	Tennessee	IV, VI
National Assembly on School Based Health Care	School based health	Registration <small>PDF</small> Agenda <small>PDF</small>	8/06 - 8/07	Wash DC	All Regions
Community Health Network WV	EHR	Registration (canceled) <small>PDF</small> Agenda (canceled) <small>PDF</small>	Canceled	West Virginia	All Regions
CHAN	EHR	Registration <small>PDF</small> Agenda <small>PDF</small>	8/12 - 8/13	New Hampshire	All Regions
City of Paterson NJ	HIV/AIDS	Registration and Agenda <small>PDF</small>	9/3-9/4	St. Petersburg, Florida	All Regions
St. Vincent	Telehealth	Registration and Agenda <small>PDF</small>	9/10 - 9/11	Salt Lake City, Utah	All Regions
Alliance of Chicago	EHR	Registration and Agenda <small>PDF</small>	9/15 - 9/16	Illinois	V, VII
		Registration			

Grant Workshops



PUGET SOUND
GRANTWRITERS
ASSOCIATION

Search

Join PSGA How

Already a member? [Login here.](#)

[Renew Your Membership](#)

Upcoming Events

PSGA 17th Annual Conference
Working Smarter for a Brighter Tomorrow
October 16th

PSGA South Sound Meeting - Site Visits - How to Prepare, How to Shine
October 28th

PSGA Specialized Training - Prospect Research for Successful Grantseekers
November 6th

PSGA Seattle Meeting
December 9th

Sign up for announcements

[ABOUT](#) [MEMBERS](#) [PSGA EVENTS](#) [FOR GRANTWRITERS](#) [FOR NONPROFITS](#)

The Puget Sound Grantwriters Association

promotes responsible, effective grantseeking and fosters connections among grantseekers, non-profits and funders.

Ken Ristine's Blog

PSGA introduces Ken's Corner, a blog by esteemed grantmaker Ken Ristine.

[Read more](#)

For Grantwriters

[Ethics and Commissions](#)

[Ken's Corner](#)

For Nonprofits

[Freelance Grantwriter Listings](#)

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Letters

- Typically 'Letters of Commitment' v. 'Letters of Support'
- Understand difference between leveraging and match
- Draft letters for partners, hitting points as necessary

Peer Review

- Search 'peer reviewers' 'grant readers' etc. site:.gov
- Inside the Mind of a Grant Reader (eric)

The screenshot displays the ED.gov website interface. At the top, the ED.gov logo and "U.S. Department of Education" are visible, along with a search bar and a "Search" button. Below the header, there are tabs for "Students", "Parents", "Teachers", and "Administrators". The main content area is divided into three columns. The left column contains a navigation menu with links such as "About ED", "Overview", "Contacts", "Offices", "Boards & Commissions", "Initiatives", "Publications", "ED Performance & Accountability", "Jobs", "FAQs", "Contact", "Help", "Jobs at ED", "Online Services", "Recursos en español", "State Information", and "Web Survey". The middle column features the "OSDFS" (Office of Safe and Drug-Free Schools) section, which includes a "Seeking Peer Reviewers" announcement. The right column contains a "ED Recovery Act" section with a "LEARN MORE" button, a "How Do I Find...?" section with links to "Grant opportunities", "Money for college", "Research, best practices", "Facts and figures", "Accreditation", and "More", and a "Related Topics" section with links to "School Safety-Administrators", "School Safety-NCLB", and "School Safety-Teachers".

ED.gov U.S. Department of Education

Search Advanced Search

Students Parents Teachers Administrators

About ED

- Overview
- Contacts
- Offices**
 - ED Structure
 - Offices
- Boards & Commissions
- Initiatives
- Publications
- ED Performance & Accountability
- Jobs

OFFICES

OSDFS
Office of Safe and Drug-Free Schools

- Home
- Programs/Initiatives
- Office Contacts
- Reports & Resources
- News
- Archives

Seeking Peer Reviewers

The Office of Safe and Drug-Free Schools is in the process of recruiting qualified reviewers for several of its competitions that will be held this year. Our office has a database that houses information supporting this process.

The review of applications in the Office of Safe and Drug-Free Schools is conducted via the Internet which eliminates the need to bring reviewers to Washington, DC. In order to serve as a peer reviewer, you must:

- have relevant education, training, or experience in the subject area of the grant competition;
- have a basic knowledge of common computer functions;
- have access to the Internet;
- successfully complete required reviewer training course; and
- commit the time necessary to complete the review on schedule.

For the grant competitions in the Office of Safe and Drug-Free Schools, we are seeking reviewers with backgrounds in the following areas:

- Alcohol Prevention
- At-Risk Youth
- Character Education
- Civic Education
- Curriculum Development
- Disaster Response
- Drug Prevention
- Emergency Preparedness
- Higher Education
- Mentoring
- Mental Health Services
- Physical Activity, "New Physical Education"
- Research and Evaluation
- School Counseling
- School Facilities and Environmental Health
- School Health
- School Security
- Social Work/Social Services
- Violence Prevention
- Wellness/Energy Training

ED Recovery Act
LEARN MORE

How Do I Find...?

- Grant opportunities
- Money for college
- Research, best practices
- Facts and figures
- Accreditation
- More

Related Topics

- School Safety-Administrators
- School Safety-NCLB
- School Safety-Teachers

Request Feedback from Readers

- Many federal grants are upfront that first time applicants have a difficult time (TRIO and NSF are good examples)
- There is typically a time limit to requesting feedback (though FOIA applies)
- Assistance from legislative representation can help